



Membership Application

Name:			
Organization:			
Email:			
Mobile Phone:		Business Phone:	
Street Address:			
City, State, Zip:			

Which business sector would you say you currently most represent?

Public: ____ Private: ____ Other (e.g. Health Care, University, Non-Profit, etc.): _____

Please review the detailed description on the next page to identify the specific roles for each sub-committee and then rank the committees with which you are most interested, from 1-6. (1 = most interested, 6 = least interested)

Logistics	
Administrative	
Education/Curriculum	
Marketing	
Sponsorship	
Finance	

Please provide a brief biography, or send us your resume:

Please tell us why you are interested in becoming a member of the PIEPC Committee?

Can you provide an example of how something you have done has improved the ability of organizations and community groups to create partnerships?

What skills or perspectives can you bring to the committee?

Please provide 3 professional references:

Name:		Company:		Email:		Phone:	
Name:		Company:		Email:		Phone:	
Name:		Company:		Email:		Phone:	

PARTNERS IN EMERGENCY PREPAREDNESS CONFERENCE

Sub-Committee Roles & Responsibilities

LOGISTICS

The Logistics Committee is responsible for managing audio/visual requirements of the conference, recruiting and managing interns and volunteers and ensuring that the conference rooms are in good working order for the attendees and speakers.

ADMINISTRATIVE

The Administrative Committee is responsible for taking and distributing minutes, updating and maintaining distribution lists, typing up and distributing thank you letters, organizing organization files, and maintaining and updating the conference mailing list. In addition to these duties, the Administrative Committee will also provide support to the Steering Committee with other administrative duties as reasonably requested.

EDUCATION

The Education Committee is responsible for creating a conference that is both informative and engaging for our attendees. The committee accomplishes this by soliciting and reviewing proposals, selecting speakers, and creating a session schedule that best serves the attendees. The committee as a whole is responsible for providing speakers with commitments, guidelines and timelines specified. For the most part, this will be done electronically and automatically by the on-line curriculum system.

MARKETING

The primary responsibility of the Marketing Committee is to advertise / market the annual Partners in Emergency Preparedness Conference (PIEPC) to increase attendance, support sponsorship opportunities and help bring in vendors. Traditional marketing includes fliers, "Save the Date" postcard, electronic (email) announcements and media releases. Non-traditional marketing includes e-mail distribution lists and social media advertising. The Marketing Committee is responsible for maintaining content on the PIEPC social media accounts.

SPONSORSHIP

The Sponsorship Committee works to obtain both monetary and in-kind contributions to the organization, in support of conference activities. The Committee works closely with the organization's contracted sponsorship company to ensure they are provided with pertinent leads and information.

FINANCE

The Finance Committee is responsible for overseeing the finances of the PIEPC organization. They set the annual budget, conduct internal audits, and recommend financial products and services to the Board of Directors.